

[Insert Department Name]
Cash Collections and PCI Compliance Procedures

[Insert Department Name] has adopted the following procedures with regard to the collection and handling of cash receipts:

Persons Authorized to Handle Cash:

- Collecting cash – Secretary II
- Issuing and maintaining documentation – Secretary II
- Reconciling records – Administrative Assistant
- Preparing deposits – Administrative Assistant
- Delivering deposits to Cashier’s Office – Secretary II

Method of Documenting Cash Receipts:

Pre-numbered cash receipt books will be purchased. A receipt will be issued to anyone from whom cash is collected. One copy of the receipt will be given to the person cash was collected from and one copy will be retained and stored separately from any cash on hand. Any voided receipts will be retained in the receipt book.

Security Procedures:

Our department has available a _____ [*identify secure device, i.e., locking file cabinet, vault, etc.*]. Only the Administrative Assistant has access to the secured device. Cash will be kept in this locked cabinet when not in use.

Any time large amounts of cash are collected Public Safety will be contacted to accompany the Secretary II when deposits are made.

Reconciliation Procedures:

The amount of cash on hand will be reconciled to the receipts issued each time a deposit is prepared. Reconciliation will be accomplished by totaling the cash on hand and the receipts issued since the last deposit.

Depository Procedures:

Deposits will be made at the Cashier’s Office daily.

PCI Compliance:

[Insert name of department] will adhere to PCI Compliance procedures at the department level. All employees handling cash will be provided with a copy of the Procedures for Collection of University Funds and Compliance to PCI Regulations.

Presented by:

Printed Name

Date: _____

Signature

Title